

DEPARTMENT OF SOCIAL SERVICES

P Street, Sacramento, CA 95814

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March 25, 1986

ALL-COUNTY LETTER NO. 86-26

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITORS  
ALL COUNTY STAFF DEVELOPMENT OFFICERS  
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: SOCIAL SERVICES TRAINING BY PUBLIC EDUCATIONAL INSTITUTIONS

The State Department of Social Services was recently informed that the University of California at Davis (U.C. Davis) has developed a Continuing Education Program for Social Services Personnel Training. Because counties have expressed an interest in the training program, this letter will serve to authorize individual counties or a consortium of counties to contract with the University for the provision of the training and to maximize the available social services funds by allowing the University to provide a cash or in-kind contribution.

Counties wishing to contract with public educational institutions other than U.C. Davis for social services training are instructed to also use the guidelines and claiming instructions set forth in this letter.

In order to charge training activities and costs to the social services staff development cost pool, the following criteria contained in Division 14 of the Manual of Policy and Procedures is to be considered:

Allowable Social Services Staff Development Costs

1. Salaries and benefits, travel and per diem of the welfare department training personnel, and the necessary supplies and materials, postage, and audio-visual equipment and aids associated with the training.
2. Purchase of services costs billed to the welfare department by the University to develop and conduct the training.
3. Costs of rental space for training activities as defined in Division 14 when the training space is separate and apart from the welfare department.
4. Salaries and benefits, travel, and educational costs of welfare department social services staff in full-time training for eight or more consecutive weeks.

Unallowable Social Services Staff Development Costs

The salaries and benefits and travel of welfare department employees in social services training for less than eight consecutive weeks are not eligible for staff development claiming. These costs are considered general administrative costs and are to be claimed in the appropriate cost pools on the DFA 325.1 of the administrative expenditures claim.

When reporting costs billed by the University, counties are to claim the full amount of the bill on the administrative expenditures claim for the proper fund distribution. Costs are to be claimed on the DFA 325.1, lines U, V, and W, and the DFA 327.3, Staff Development Distribution Pages. On the DFA 327.3 costs are to be shown as follows:

1. Program specific training costs are to be identified to the appropriate social services program.
2. Training which is not program specific but benefits social services staff in their ongoing casework activities (e.g., case management, counseling techniques, etc.) are to be charged to Social Services General Staff Development.
3. Training which is not identifiable to function/program specific (e.g., supervisory and management development, stress management, writing skills, etc.) is to be charged to Generic Staff Development.

Counties may negotiate with the University to provide a cash or in-kind contribution up to a maximum of 25 percent of the total contract. The contribution provided by the University will be considered as the county's share of the program. If the University provides less than 25 percent match, counties are responsible for the funding difference.

Reimbursement of social services staff development training costs will be through the county's existing federal and state program allocations.

We hope that this procedure will prove to be useful to those counties who desire to use the resources of educational institutions to meet their social services worker training needs.

All questions pertaining to this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 485-7046.

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Administration

cc: CWDA